

MANUFACTURED HOME COMMUNITY PROGRAM

Safety and Buildings oversees several manufactured home community functions: 1) licensing of new manufactured home communities and renewing current licensed communities; 2) regulation of manufactured home communities; 3) the investigation and resolution of manufactured home community complaints; 4) plan review for private sewage systems serving manufactured home communities; 5) plan review for some plumbing system features; 6) site installation features and basement or addition construction requirements; 7) licensing of manufactured home manufacturers; and 8) after July 1, 2000, titling of manufactured/mobile homes.

GENERAL INFORMATION

The general information of manufactured home communities falls under Wisconsin State Statute 101.935 and Wisconsin Administrative Code COMM 26.

Wisconsin Administrative Code COMM 26 regulates the license fee structure per number of mobile home park/manufactured home community sites as follows: 3 - 20 sites \$250; 21 - 50 sites \$450; 51 - 100 sites \$700; 101 – 175 sites \$900, and 176 sites or more \$1000.

§ 101.935 also sets guidelines for license renewals and allows for a village, city, or county to qualify as an agent to perform the licensing and regulating for the department.

Wisconsin Administrative Code COMM 26 states the requirements for designing and modifying a manufactured home community and the general upkeep requirements. For example, the garbage must be disposed of as often as necessary to prevent decomposition or overflow. COMM 26 also refers to the appropriate codes for private sewage systems at Commerce and private water supplies at Department of Natural Resources.

LICENSING

A license is required if three or more manufactured homes are located on a plot or plots of ground. To be licensed as a manufactured home community, the licensee must submit an application packet and meet the requirements set forth in Wisconsin Administrative Code COMM 26. Some of the requirements to be met are:

- ◆ Submit 2 sets of plans and one set of specifications of the manufactured home community.
- ◆ For private water supplies, submit a safe water sample result in accordance with NR809.
- ◆ For private sewage systems, submit an approval letter from Department of Commerce, Safety & Buildings Division, in accordance with COMM 82 and 83.

The information provided is reviewed and an inspection of the manufactured home community may be ordered. If approved, a two-year license is issued and the licensee is provided with copies of applicable state regulations governing mobile home parks/manufactured home communities. To renew a mobile home park/manufactured home community license, a notice is sent out and the fees must be submitted.

COMPLAINTS/INSPECTIONS

The Safety & Buildings Integrated Services Bureau also receives mobile home park/manufactured home community complaints from both community residents and community owners. The complaint process involves the completion of a Safety & Buildings complaint form and, if necessary, an inspection of the mobile home park/manufactured home community. If a State Statute or Administrative Code within our jurisdiction is violated, Safety & Buildings may commence formal action, such as a written order to correct the violation, final denial, suspension, or revocation of the manufactured home community license. An inspection will be conducted on a manufactured home community when there is a new community, expansion, or a complaint. The contact number is 608-785-9335.

AGENTS

In addition, there are local and county health departments who serve as agents of the Safety & Buildings division in licensing and regulating manufactured home communities. If your proposed community is located within the boundaries of one of the following local or county offices, please contact them directly for licensing and regulating assistance:

| <u>AGENCY</u> | <u>TELEPHONE</u> |
|--|-------------------------|
| Appleton City Health Dept | (920) 832-6429 |
| Ashland County Health Dept | (715) 682-7028 |
| Brown Co Health Dept | (920) 448-6400 |
| Dane Co Dept Human Services/Pub Health Div | (608) 242-6391 |
| Douglas Co Dept of Health & Human Svcs | (715) 395-1304 |
| Eau Claire City/Co Health Dept | (715) 839-4718 |
| Kenosha Co Human Serv Bldg/Div of Health | (262) 605-6700 |
| La Crosse Co Health Dept | (608) 785-9731 |
| Lincoln County Health Dept | (715) 536-0307 |
| Manitowoc Co Health Dept | (920) 683-4155 |
| Marathon Co Health Dept | (715) 261-1900 |
| Menasha City Health Dept | (920) 967-5119 |
| City of Milw/Dept of Neighborhood Svcs | (414) 286-2543 |
| Oneida County Health Dept | (715) 369-6111 |
| Oshkosh City Health Dept | (920) 236-5031 |
| Outagamie Co Health & Human Services | (920) 832-5107 |
| Portage Co Health & Human Services | (715) 345-5771 |
| Rock Co Health Dept | (608) 757-5441 |
| St Croix Co DHHS Health Dept | (715) 246-8370 |
| Taylor County Health Dept | (715) 748-1410 |
| Waupaca Co Health & Human Svcs | (715) 258-6300 |
| Winnebago County Health Dept | (920) 232-3000 |
| Wood Co Health Dept | (715) 421-8911 |

LANDLORD/TENANT ISSUES

The Department of Agriculture, Trade & Consumer Protection handles all landlord/tenant issues. Their contact number is (800) 422-7128.

PRIVATE SEWAGE AND PLUMBING PLAN REVIEW

Safety & Buildings conducts plumbing and private sewage system plan review. Their contact number is (608) 266-3151.

BASEMENTS AND ADDITIONS

Safety and Buildings enforce the Uniform Dwelling Code which applies to basements and constructed additions to manufactured homes. The contact number is (920) 360-0020.

WATER QUALITY

The Department of Natural Resources (DNR) handles water quality issues. Contact the nearest DNR office:

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| Eau Claire | (715) 839-3700 |
| Green Bay | (414) 492-5800 |
| Madison | (608) 275-3266 |
| Milwaukee | (414) 961-2738 |
| Rhineland | (715) 362-7616 |
| Spooner | (715) 635-2101 |